# Government-wide Purchase Card (GPC)

## Flight Commander Training

## 28 May 04

61 CONS - “Expeditionary – Agile – Innovative”
“Outstanding Every Day”

# GPC Team

GPC Program Manager

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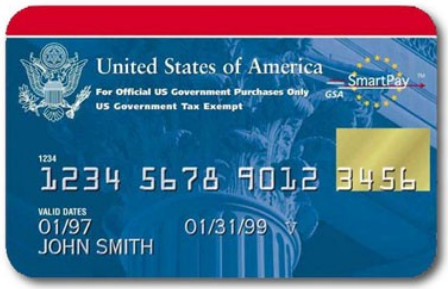
“Outstanding Every Day”

# Overview

- What is the GPC?
- Responsibilities
- Violations and Remedies
- GPC Data
- Areas for Improvement

# What is the GPC?

- Government-wide Purchase Card
  - AFI 64-117, Air Force Government-wide Purchase Card Program, dtd 06 D[illegible]
    - Section 2 - Do's and Don'ts
    - Section 4 - Responsibilities
  - Compliance is mandatory
    - Waivers must be approved by SAF/AQCO
    - Available digitally @ http://www.e-publishing.af.mil/
- Commercial Credit Card
- It's Just a VISA



# Authorized Use

- Without exception, the GPC shall only be used to pay for authorized U.S. Government purchases
  - Use constitutes expenditure of appropriated funds
  - Limited to authorized transactions only
  - May be used to purchase supplies, equipment and non-personal services
  - Up to micro-purchase thresholds (currently $2.5k)

# Additional Guidance

- Federal Acquisition Regulation (FAR)
  - Part 8 - Required Sources of Supplies and Services
  - Part 13 - Simplified Acquisition Procedures
- Defense Federal Acquisition Regulation Supplement (DFARS)
  - Part 8

# Required Sources of Supply and Services

FAR Part 8.002 - Agencies shall satisfy requirements for supplies and services from or through the sources and publications listed below in descending order of priority --

**Supplies**

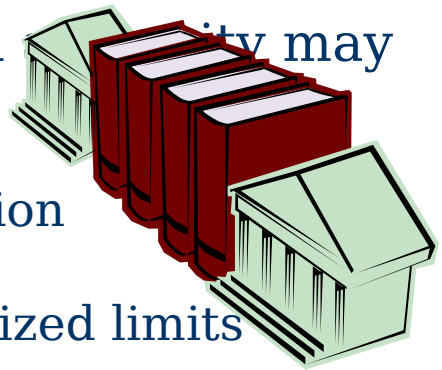
- AFWAY (All IT requirements)
- Activity Inventories
- FPI (UNICOR) > $2,500
- JWOD (NIB / NISH)
- Wholesale Supply – GSA
- Federal Supply Schedules
- Other sources not listed above (Only applies < $2.5k)

**Services**

- DAPS (All Printing/Copying services)
- JWOD (NIB / NISH)
- FSS/GSA
- FPI (UNICOR)
- Other sources not listed above (Only applies < $2.5k)

# Additional Guidance (cont)

- AFI 65-601, V1, Budget Guidance and Use of Appropriated Funds
  - Section 4 – Budgeting and funding guidance for various appropriations
  - Section 10.55-58 – Funding for Individual Clothing
  - Anti Deficiency Act - Must have available funds before purchase
  - Only authorized personnel with written authority may obligate public monies
    - Delegation of Authority Letter
      - Cardholders given written authorization
      - Signed by 61 CONS/CC
      - Cardholder cannot exceed the authorized limits



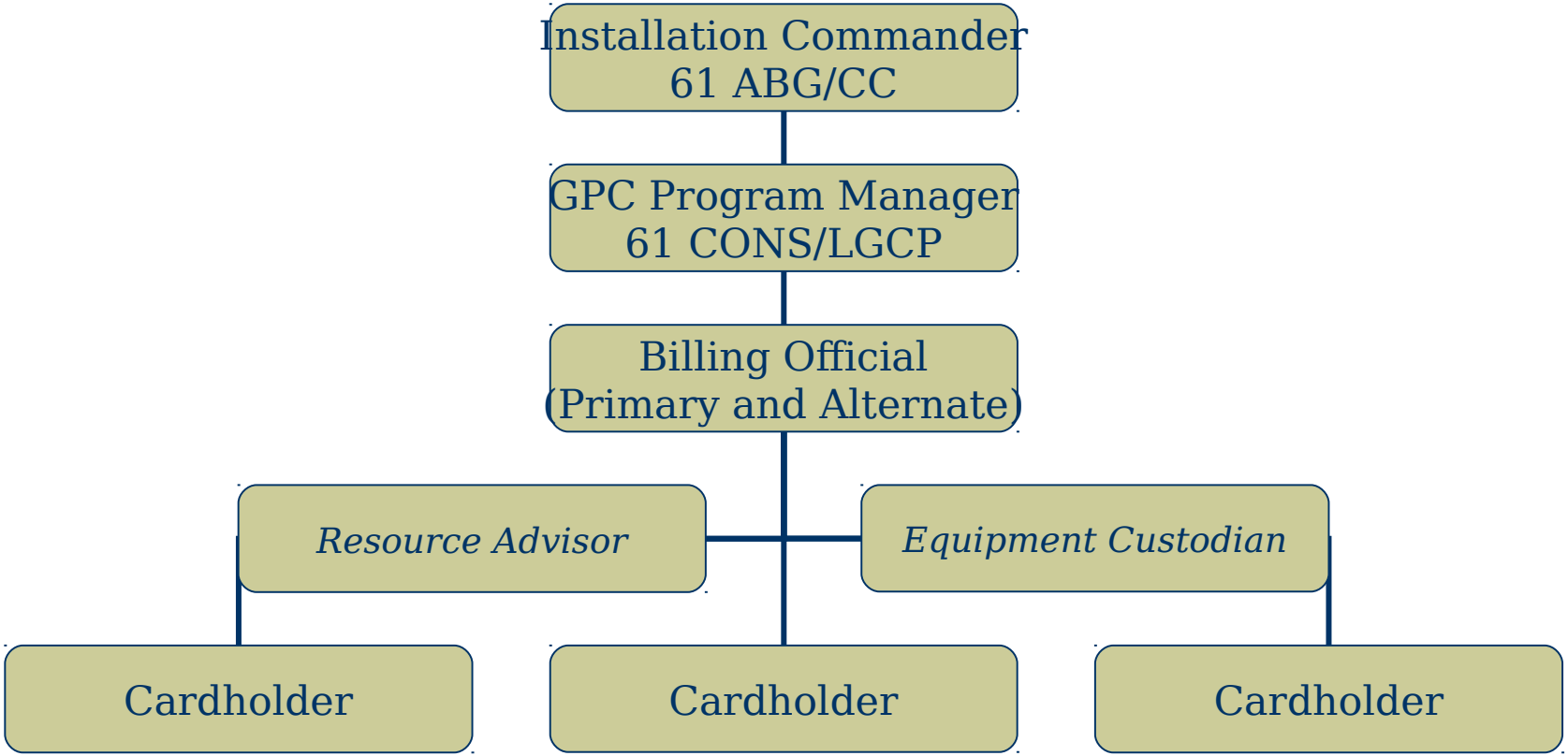
# Common Questions

- Can we buy:
  - Refrigerators/microwaves for our break room?
  - Squadron coins?
  - Ergonomic chairs?
  - Business cards?
  - Non-recycled products?
  - Sole source?
  - Bottled water?

# Common Questions

- Refrigerators/microwaves for our break room?
  - AFI 65-601 V1 4.40. – Appliances and Furnishings for Work Break Areas
- Squadron coins?
  - AFI 65-601 V1 4.29.2. – Mission Accomplishment Awards
- Ergonomic chairs?
  - AFI 64-117 2.2.3. – With approval from Base Accountable Medical Supply Officer
- Business cards?
  - AFI 64-117 2.2.14. and AFI 65-601V1, paragraph 4.36
- Non-recycled products?
  - AFI 64-117 2.10 and 4.3.5.3.1.7.
- Sole source?
  - FAR Part 6.303-2 (Sole source justification required)
- Bottled water?
  - AFI 65-601 V1 4.45. Special Drinking Water

# Responsibilities



# Responsibilities
## Installation Commander

- Overall responsibility for the operation of the GPC program
- Can suspend or terminate privileges
- Authorized to discipline participants

# Responsibilities
## GPC Program Manager

- Initiates GPC accounts
- Issues delegation of contracting authority
- Provides mandatory GPC training and surveillance
- Provides business advice to GPC Program participants

# Responsibilities
## GPC Program Manager (cont)

- Primary point of contact w / US Bank for all GPC related matters
- Ensures that a certified funding document exists before issuing cards
- Initiates suspension and revocation of GPC participants who violate GPC procedures

# Responsibilities
## Billing Official

- Appointed by commander/director as accountable officials
  - Must have an Alternate appointed
- Responsible for oversight of all of their cardholders
  - Coordinates and obtains funding for account
  - Approves all purchases BEFORE they occur
    - Ensuring funds are available
    - Requirements are not split
    - Purchase is authorized

# Responsibilities
## Billing Official (cont)

- Grade must be commensurate with level of responsibility
- Normally in same chain as cardholder
- Can’t be own B/O or B/O for immediate supervisor
- Can have no more than 7 cardholders
- Recommends cardholder dollar limits

# Responsibilities
## Billing Official (cont)

- Conducts 100% review of all accounts:
  - New cardholder files within first 90 days
  - Convenience check writer files every quarter
  - Cardholder files every 12-months
- Promptly notifies GPC Program Manager of account changes or cancellations
- Reports lost or stolen cards – Immediately

# Responsibilities
## Billing Official (cont)

- Reconciles cardholder(s) account by reviewing electronic transaction log, receipts, waivers, etc.
- Certifies all accounts in C.A.R.E. no later than 30 days after the billing cycle ends (25th)
  - Account will be suspended:
    - by GPC Program Manager if not approved within 30 days
    - by HQ SAF/AQC if not approved in 60 days
  - Account will be permanently closed by DoD if not approved in 120 days

# Responsibilities
## Billing Official (cont)

- Ensures necessary forms are submitted to 61 CONS/LGCP for all purchases >$2.5k < $25k
- May be financially responsible for the following actions by cardholders:
  - Unauthorized purchases
  - Allowing others to use card
  - Careless use of the card

# Responsibilities
## Cardholder

- Appointed by commander/director as accountable official
- Coordinates purchases with billing official PRIOR to making purchases
- Maintains monthly electronic transaction log in C.A.R.E. and all original paperwork (i.e., receipts, CSRD, waivers, etc.)
- Reconciles monthly statement in C.A.R.E. not later than 15 days after the billing cycle ends (25th)

# Responsibilities
## Cardholder (cont)

- ONLY person authorized to use the GPC
- May NOT split requirements
  - Repetitive purchases when the cardholder knows or should have known of additional requirements for the same items would result in an aggregate purchase greater than $2,500
- Must NOT make purchases over $2.5k, unless specifically delegated that authority

# Responsibilities
## Cardholder (cont)

- Surrender card to the Billing Official at least 30 days prior to departure (retirement, change jobs, PCS, etc.)
- May be financially responsible for the following actions:
  - Unauthorized purchases
  - Allowing others to use card
  - Careless use of the card

# Violations and Remedies

- When violation is discovered or recurring
  - Issuance of Violation Letter to organization commander
  - Authority to use GPC is withdrawn for 7, 14 or 30 days
  - MUST attend remedial training prior to reactivation
  - Possible notification of OSI
- Severe or additional violations are occurring
  - Revocation of card
  - Removal from the GPC program

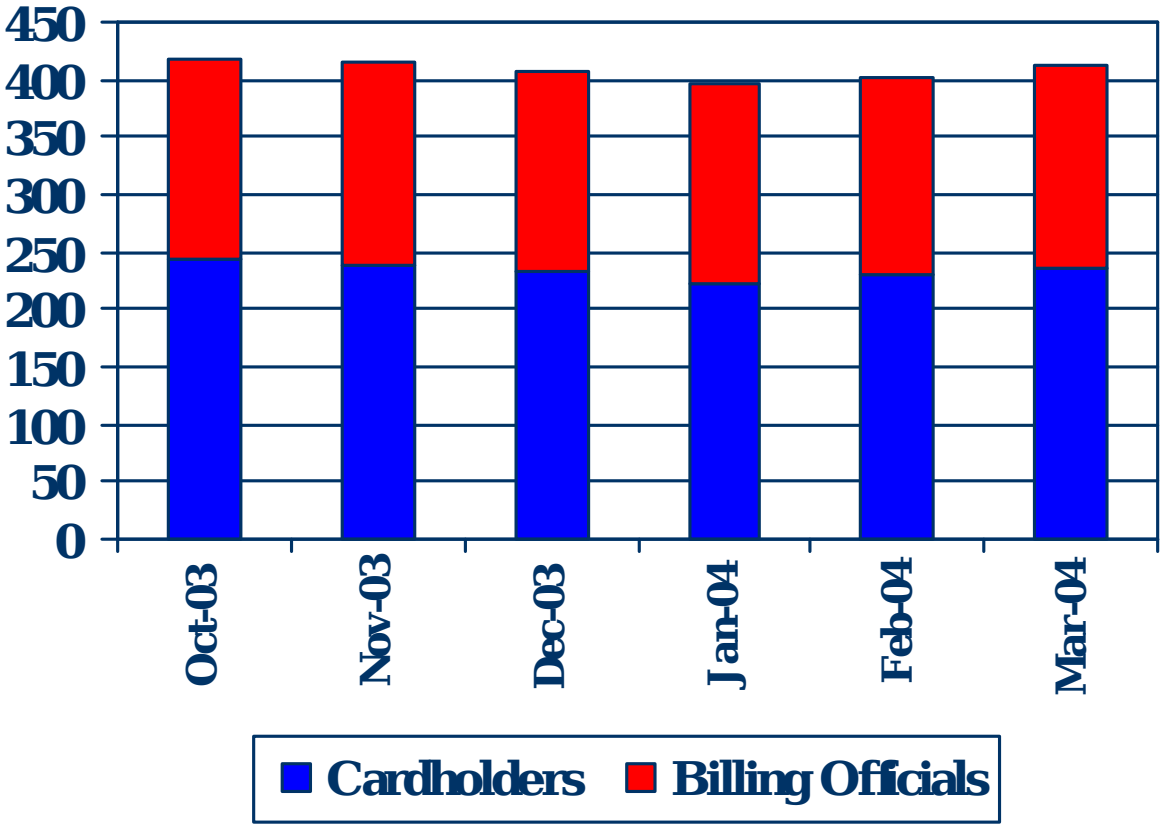
# Violation Matrix

- 1st violation is written warning, 2nd is 30 day suspension of CH, and subsequent will result in request for removal of CH from program
  - Failure to rotate sources, use mandatory sources, obtain required approvals/coordination or comply with Affirmative Procurement (recycled products)
- 1st violation is a 30 day suspension of CH, 2nd is 60 day suspension and subsequent will result in request for removal of CH from program
  - Splitting requirements,
  - Exceeding the Single Purchase Limit
  - Unauthorized purchase
- 1st violation 30 day suspension of BO account subsequent will result in request for removal of BO from program
  - Insufficient funds

# GPC Data

- FY 2002
  - 12.881 actions
  - $6,278,858 purchased
- FY 2003
  - 14,096 actions
  - $8,208,990 purchased
  - $ 33,958 in rebates
- FY 2004
  - 3,479 actions
  - $3,724,102 purchased
  - $ 20,966.95 in rebates

# GPC Participants



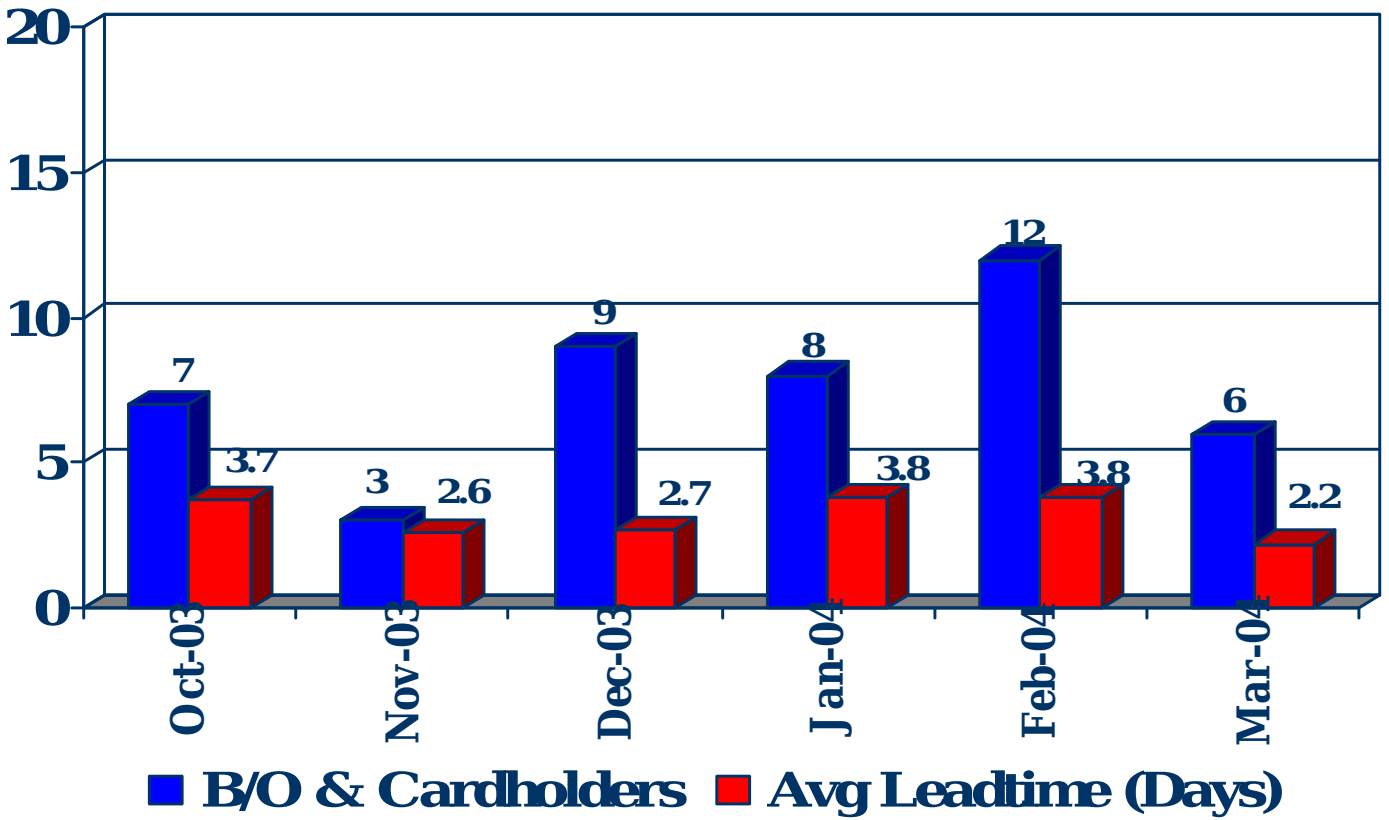

**As of Mar 04**

**# of Accounts:**

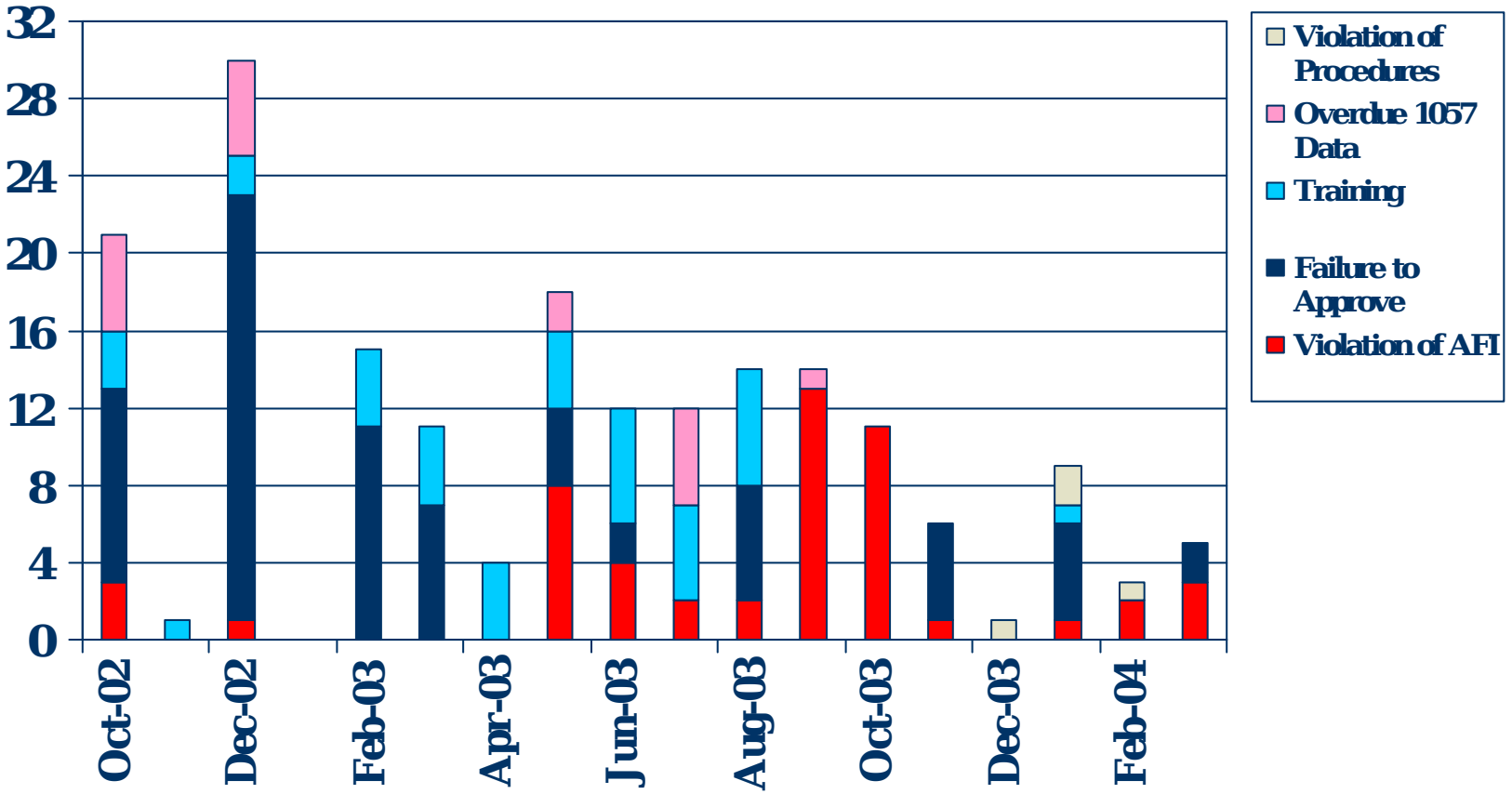
Cardholder 237

Billing Official 175

# New Accounts



# Number of Suspended Accounts



# Areas for Improvement

- Obtaining necessary approvals/coordination
- Availability of Funds
- Approving C.A.R.E. statements
- Submitting data for purchases >$2
- Organization of GPC Files
- Reporting changes in a timely manner
- Educating managers and co-workers
- Asking for guidance rather than forgiveness!

# Contracting Support

Please contact us for all GPC related questions

61cons.gpc@losangeles.af.mil

# Questions / Discussion